



## **Unpaid Internship Opportunities at U.S. Embassy Dublin**

The U.S. Embassy in Dublin is offering an exciting internship opportunity for current students and recent graduates of Irish universities to gain valuable business and workplace skills in the following sections:

### **2. U.S. COMMERCIAL SERVICE (FCS)**

#### **INTERNSHIP OVERVIEW:**

The successful applicant will be given the excellent opportunity to assist the Head of Section and the Commercial Service Dublin (CS Dublin) team in the implementation of the office's core program activities of export promotion, commercial diplomacy and investment promotion. You will support CS Dublin-led events including trade missions, trade show promotions and other related activities. As an FCS Local unpaid intern, you will have the opportunity to support the CS Dublin team in preparing for the SelectUSA Summit 2016 and also the Hannover Messe Fair taking place in April 2016. You would also be involved in market research, client outreach along with market reporting and database entry.

U.S. Commercial Service (FCS) will work with the intern to develop a work schedule that fits alongside their college schedule.

The unpaid internship will commence in February/March 2016 and continue through to May/June 2016.

#### **ELIGIBILITY REQUIREMENTS:**

- Must have residency and the legal right to work in the EU. **Please note** that this particular program is not intended for U.S. citizens.
- **Must be a current university senior or recent university graduate of economics, marketing, business administration, international business and related fields.**
- Must be at least 18 years of age at the time the internship begins.
- Must be available to begin the internship in February/March 2016.

- Must be able to work 20 – 40 hours per week.
- Must have good writing, numerate, reasoning and planning skills.
- Must be computer literate and have good communication skills.
- Must have an interest in international trade and relations.
- Knowledge of social media and trade statistics an advantage but not essential.



#### **LOCATION OF INTERNSHIPS:**

Students will be offered the unpaid internship at the U.S. Embassy in Dublin, located in Ballsbridge.

#### **TO APPLY:**

##### **Applications must include the following:**

1. A copy of your current CV/resume, which should include a day-time telephone number, e-mail address and postal address.
2. One-page statement of interest, describing motivation for pursuing the **Public Affairs, U.S. Commercial Service (FSC) or the Executive Office** internship (**please specify the internship you are applying for**) at the Embassy; and
3. University transcripts documenting education.

Please ensure documents are in Microsoft Word and/or Adobe Acrobat PDF format. Applications received in formats other than those specified **will not** be accepted.

Please note that if your application package is incomplete, you will not be considered further for the unpaid internship.

##### **Submitting your Application:**

Application packages will be accepted by email to [DublinHR@state.gov](mailto:DublinHR@state.gov)

or

By post to

Human Resources Office  
U.S. Embassy  
42 Elgin Road  
Ballsbridge  
Dublin 4

Hand delivered applications **will not** be accepted by the Embassy.

**Please note that internships are unpaid and there are no benefits,  
compensation, nor any future employment rights attached.**

**Prior to commencement the successful applicants are required to receive a  
security clearance and medical certification.**

Closing date for receipt of applications: **5pm on January 8, 2016**